



## Major, Serious & Organised Crime Team

### DETECTIVE SERGEANT ROLE PROFILE

<b>Location:</b>	Major, Serious & Organised Crime Team - Manchester or Leeds	<b>Reports to:</b>	DI
<b>Main purpose of the role</b> <i>(this section should describe the real reason for the role existing in no more than 2 sentences)</i>			
<ul style="list-style-type: none"> <li>To ensure that all investigations into serious and organised criminality are effectively investigated through the supervision of officers, in order to detect the crime(s), prepare case papers and allow a considered decision to be taken about prosecution.</li> </ul>			
<b>Main responsibilities</b> <i>(this section should describe the main elements of the role in order of importance. The sentence should include what is done, how and why. There will normally be between 5 and 8 main responsibilities.)</i>			
<ul style="list-style-type: none"> <li>To supervise and support a team of officers, taking responsibility for their professional development by counselling, guiding, coaching and securing relevant developmental opportunities to enhance individual and team competence and enable consistently high quality performance, including providing support to colleagues in dealing with health and welfare issues and in fulfilling personal development plans to provide effective leadership and manage the planning and execution of intelligence lead, proactive operations</li> <li>To supervise investigations to secure the best possible evidence from all sources, in order to detect the crimes and allow a considered decision to be taken about the prosecution of offenders. Supervise the interview process as necessary to ensure that all appropriate lines of enquiry have been explored.</li> <li>To provide effective leadership and manage the planning and execution of intelligence led proactive investigations.</li> <li>To allocate cases and team members and agree individual case investigation plans with them, monitor and prioritise work, check the quality of case files to ensure balanced workloads and that all aspects of cases are properly covered enabling cases to succeed in court.</li> <li>To provide expert advice to team members and other officers on all aspects of case handling, interviewing requirements, scene management, points of law and points to prove to ensure that they obtain the best possible evidence and explore appropriate lines of enquiry whilst adhering to the BTP Minimum Standards of Investigation criteria.</li> <li>To ensure that all information and intelligence gathered during the course of investigations is disseminated and communicated effectively throughout the force using force systems.</li> <li>To identify training and developmental needs of Officers within the National Crime Team as necessary and follow through their development plans (PDR), providing training where required..</li> </ul>			
<b>Core Responsibilities</b>		<b>Activities - the role holder should effectively deliver these key requirements:</b>	
<b>Investigation</b>	<b><u>Investigate allocated enquiries - (3)</u></b> Act as Team Leader / Deputy SIO for MIT Investigations, ensuring the investigation is carried out thoroughly and expeditiously in accordance with investigation policy and relevant legal requirements.		
	<b><u>Manage scene preservation - (33)</u></b> Take charge of the scene taking appropriate action to ensure the initial preservation of the scene is complete, evaluate evidence, identify and pursue possible lines enquiry as required to progress the investigation.		
	<b><u>Monitor and evaluate the interview process - (49)</u></b> Ensure that interviews are carried out ethically and best practice techniques are applied. Recognise good performance and performance which is below standard. Take appropriate action to improve future performance.		
	<b><u>Monitor and evaluate the quality of investigations - (10)</u></b> Ensure that all stages of an investigation are conducted thoroughly and expeditiously in accordance with relevant legal requirements and investigation, diversity and partnership policies.		
	<b><u>Plan and manage searches - (55)</u></b> Ensure that search procedures are undertaken in accordance with the relevant legislation, policy and procedures. Where performance is below standard, take appropriate action to improve it.		
	<b>Intelligence</b>	<b><u>Conduct intelligence driven briefing, tasking and debriefing - (140)</u></b> Conduct intelligence driven briefing, tasking and debriefing appropriate to the duties being performed and in accordance with organisational policy.	
<b><u>Recruit covert human intelligence sources - (62)</u></b> Recruit new covert human intelligence sources complying with the requirements of the relevant legislation, policies and procedures.			

	<p><b><u>Use intelligence to support policing objectives - (57)</u></b> Use intelligence to support the achievement of community safety and crime reduction objectives. Ensure that intelligence is used ethically and in accordance with the relevant legislation, policy, protocols and codes and practice.</p>
<b>Managing and Developing People</b>	<p><b><u>Carry out performance reviews - (226)</u></b> Complete a fair and objective review of individual performance, recognising personal achievements and identifying areas for future development.</p>
	<p><b><u>Delegate work to others - (223)</u></b> Give responsibility and authority to others for discrete pieces of work, agreeing with them the targets they need to achieve, advising and supporting them in what they do.</p>
	<p><b><u>Develop individuals and teams to enhance performance - (219)</u></b> Develop the knowledge and skills of both team and individuals to ensure the best possible results at work by identifying needs, planning their development and using a variety of activities to improve performance.</p>
	<p><b><u>Supervise the work of teams and individuals - (221)</u></b> Supervises short and medium term objectives, develops plans, monitors work activities and regularly assesses the performance of teams and individuals to ensure that team objectives and performance indicators are achieved.</p>
<b>Police Operations</b>	<p><b><u>Identify and manage operational threats and risks - (204)</u></b> Complete a thorough risk assessment for operational events, ensuring adequate control measures are in place and that an appropriate contingency plan is developed.</p>
	<p><b><u>Plan policing operations - (68)</u></b> Plan operations gathering information, intelligence or evidence about specific policing problem aimed at contributing to achievement of the organisational Policing Plan and /or identified local need, ensuring that it is both ethical and conforms to best practice.</p>
	<p><b><u>Prepare for, monitor and evaluate operations - (71)</u></b> Supervise the effective implementation of operational plans designed to reduce crime and disorder, ensuring that personnel and other resources are deployed safely and that operational performance complies with legislation, policy and best practice.</p>
<b>Human Resources</b>	<p><b><u>Address disciplinary and unsatisfactory performance procedures - (253)</u></b> Take prompt action to address performance that is below standard, carrying out organisational procedures fairly and in line with own level of authority.</p>
	<p><b><u>Deal with grievances - (251)</u></b> Investigate grievances with sensitivity and in accordance with organisational grievance procedure.</p>
	<p><b><u>Enable the organisation to retain personnel from all communities - (142)</u></b> Enable the organisation to retain personnel from all communities by contributing to the fair treatment of staff and supporting staff in promoting equality, diversity and rights in the working practices.</p>
<b>Custody &amp; Prosecution</b>	<p><b><u>Monitor and evaluate the quality of case files - (43)</u></b> Carry out quality control on all case papers to ensure compliance with CPS guidelines, legislation and policy.</p>
<b>Health, Safety and Welfare</b>	<p><b><u>Provide first aid - (207)</u></b> Identify the nature of illness or injury and provide the necessary first aid treatment in accordance with approved procedures.</p>
	<p><b><u>Supervise Health and Safety - (205)</u></b> Ensure that all team members are aware of health and safety requirements, continually seek ways to improve the work environment and take effective action in response to breaches in health and safety requirements.</p>
<b>Personal Responsibility</b>	<p><b><u>Complete administration procedures - (216)</u></b> Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy and procedure.</p>

	<p><b><u>Maintain standards of professional practice - (217)</u></b> Ensure your behaviour complies with organisational values and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance.</p> <p><b><u>Make best use of technology - (242)</u></b> Make best use of technology in support of your role, ensuring correct operation and compliance with organisational and legal requirements.</p> <p><b><u>Promote equality, diversity and Human Rights in working practices - (141)</u></b> Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.</p> <p><b><u>Work as part of a team - (224)</u></b> Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives.</p>
<b>Behaviour Area</b>	<b>Behaviour</b>
<b>Leadership</b>	<p><b><u>Maximising potential - B</u></b> Encourages others to learn and develop, giving them clear and direct guidance and feedback on their performance. Encourages and supports staff, making sure they are motivated to achieve results.</p>
<b>Working with others</b>	<p><b><u>Respect for race and diversity - A</u></b> Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.</p>
	<p><b><u>Community and customer focus - B</u></b> Sees things from the customer's point of view and encourages others to do the same. Builds a good understanding and relationship with the community that is served.</p>
	<p><b><u>Effective communication - C</u></b> Speaks clearly and concisely, and does not use jargon. Uses plain English and correct grammar. Listens carefully to understand.</p>
<b>Achieving results</b>	<p><b><u>Problem solving - B</u></b> Gathers information from a range of sources to understand situations, making sure it is reliable and accurate. Analyses information to identify important issues and problems. Identifies risks and considers alternative courses of action to make good decisions.</p>
	<p><b><u>Planning and organising - C</u></b> Plans and carries out activities in an orderly and well-structured way. Prioritises tasks, uses time in the best possible way, and works within appropriate policy and procedures.</p>
	<p><b><u>Resilience - A</u></b> Shows reliability and resilience in difficult circumstances. Remains calm and confident, and responds logically and decisively in difficult situations.</p>